

St. Joseph's Catholic Primary School



SCHOOL PROSPECTUS

2020-2021

MISSION STATEMENT

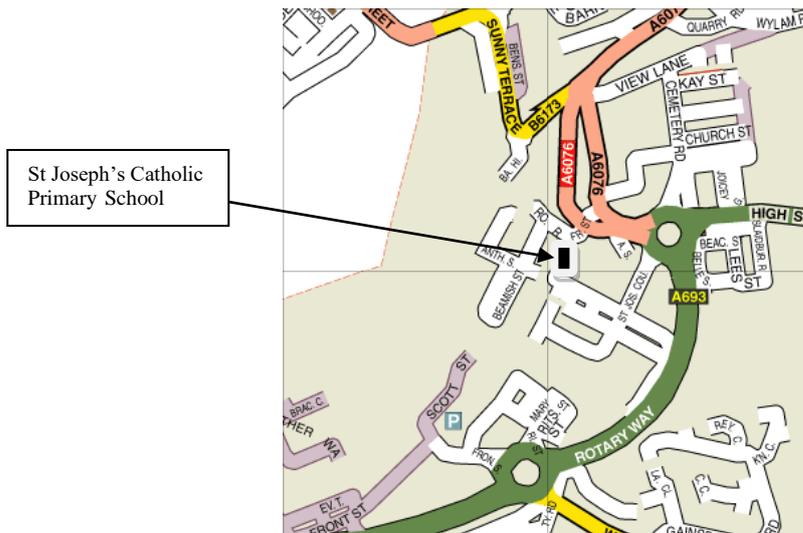
St. Joseph's School is a learning community where the spiritual, moral, intellectual, social and physical development of the children is nurtured and developed, in a secure environment, based on Gospel values of God's Kingdom, revealed through Jesus and the teaching of His Church.

The school is committed to giving recognition, respect, understanding and value to each individual within the community and to fostering the development of personal and interpersonal growth in an atmosphere of trust and openness.

**PLEASE NOTE ANY NOTIFICATIONS REGARDING
COVID-19 PROCEDURES SUPERCEDE NORMAL
PROCEDURES DETAILED WITHIN THIS PROSPECTUS**

St. Joseph's Catholic Primary School

Front Street
Stanley
Co. Durham
DH9 0NP



THE SCHOOL

St. Joseph's is a Voluntary Aided Primary School, founded by the Diocese of Hexham and Newcastle, providing places for boys and girls aged 4 years to 11 years. At present, there are 207 children on roll.

In September 2020 a new nursery provision will be opened offering between 15 & 30 hours to children aged 3 – 4. The nursery will cater for 26 children.

The school serves the former parish of St Joseph's, Stanley within the combined parish of St Joseph's incorporating St Mary's, South Moor and the parish of St Teresa's, Annfield Plain.

GENERAL INFORMATION

Headteacher	Mrs. A. D. Thorpe
Chair of Governors	Mrs. C. Horsley
Address	St Joseph's Catholic Primary School, Front Street Stanley Co. Durham DH9 0NP
Telephone	01207 232624
Email	stanleystjoseph@durhamlearning.net
Website	stanley-pri.durham.sch.uk
Parish Priest	Father Dermott Donnelly

The school is organised into Early Years, Key Stage 1 and Key Stage 2.

In the academic year 2020-2021, the pupils will be grouped as outlined below.

Stage	Year Group	Pupil Ages	No. of Pupils
Early Years	Nursery	3-4	Newly opened /26
	Reception	4-5	27/30
Key Stage 1	Year 1	5-6	30/30
	Year 2	6-7	28/30
Key Stage 2	Year 3	7-8	31/31
	Year 4	8-9	29/30
	Year 5	9-10	30/30
	Year 6	10-11	28/30
Total			203/237

A WELCOME FROM THE HEADTEACHER

Welcome to St Joseph's Catholic Primary School, I am delighted that you have taken the time to read our school prospectus. I have an 'Open Door' policy so please feel free to call into the office and ask for any further information about our school.

I am delighted to welcome you to St Joseph's Catholic Primary School. We are situated in the town of Stanley, Co Durham and are very proud to call ourselves a Catholic school. Our school moto is **'Together we make a Special Journey'** where all our children thrive in a community; Christ and the Gospel values of love, trust and respect are at the centre of everything we do. Our overarching aim is to ensure that our children recognise that each and every one of them is unique and special in the eyes of God; we encourage the pupils to recognise that they all have 'God given gifts and talents' and they should use these to make the world a better place.

We take pride in providing a happy and secure learning environment where every pupil's true potential is recognised and nurtured. Our staff aim to inspire and challenge our pupils across the curriculum, in an environment based on mutual respect and understanding. The staff at St Joseph's work hard to create a happy, friendly and supportive environment, where every child has the opportunity to develop spiritually, socially, emotionally personally, creatively and academically.

As Headteacher, I want all of our children to reach their true potential and appreciate that with hard work comes true reward. We work closely with our families to create a real and stable partnership between Parish, home and school. With Fr Donnelly, our Parish Priest, the links between church and school are integral to what we provide here at St. Joseph's. As a Parish school, we recognise that the children we educate today are our parents of tomorrow. We have excellent teaching, which when combined with our high expectations of behaviour, provides our pupils with the building blocks of academic and personal success.

Together we aim to create positive and lasting relationships that ensure our pupils remember school as a vibrant and exciting place of learning; where the wider curriculum of RE, Science, History, Geography and Creative Arts are celebrated and embedded. I want our pupils to become the best representations of themselves and go out into the world as proud members of our St. Joseph's family. We are proud of our pupils, they should be proud of themselves too. I look forward to welcoming you into our school family.

Best Wishes from Mrs Thorpe (Headteacher)

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CATHOLIC VALUES, BRITISH VALUES

The promotion of 'British Values' is central to Catholic education because British Values have their origin in the Christian values of our nation. British values are considered by the present government to be DEMOCRACY, RULE OF LAW, INDIVIDUAL LIBERTY, MUTUAL RESPECT AND TOLERANCE OF THOSE OF DIFFERENT FAITHS AND BELIEFS.

At St. Joseph's we recognise, not only the importance of helping students to develop academically but also spiritually, morally, socially and culturally. Our aim is that they are fully prepared for life in British society, to take their role as good citizens, able to make the best possible contribution to the Common Good. Within a framework of Catholic Christian Values, we teach the importance of British Values by going much deeper into the meaning of what it is to live a good life. This provides the context and meaning for understandings why British Values are important.

Our framework for understanding British Values draws on the example of Jesus and His welcome and inclusion of all, which is developed in Catholic School Teaching. At St. Joseph's we provide an education which focuses on the formation of the whole person and our vocation and purpose in life. We place a significant emphasis on the celebration of individuality and difference within our communities and our calling to work for the Common Good, in the service of other.

Our Catholic Ethos makes a tangible difference to the way we work together and with our wider communities. Within this framework, it would be impossible to overlook the government's view of British Values expressed as 'Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those with Different Faiths and Beliefs'.

We are a Catholic school, which seeks to live out the values of Jesus Christ. We promote these values by our words and deeds, and Catholic doctrine and practice therefore permeates every aspect of the school's activity. Our school seeks to live out the values of Jesus Christ. We promote these values by our words and deeds, and Catholic doctrine and practice therefore permeates every aspect of the school's activity.

We provide a Catholic curriculum, which is broad and balanced, recognising that every pupil is unique and is created in the image of God (GEN 1:27).

Our curriculum is designed to enable every pupil to discern their vocation and to be well equipped to follow it as active citizens in service to the world. Catholic Religious Education is the "core of the core curriculum" (Pope St John Paul II) and the foundation of the entire educational process.

We also provide a wide range of extra-curricular activities and strong pastoral support. We incorporate democratic principles, value the rule of law, support individual liberty and foster a community in which different faiths and beliefs are respected.

AIMS OF THE SCHOOL

In the light of our Mission Statement and in partnership with the parents, the Parish and the wider community, the aims of the School are:

Overall Aims of the School

At St. Joseph's Catholic Primary School we aim to provide a secure, positive learning environment for the children where expectations and achievements are high and include the National Curriculum requirements and Early Learning Goals. Social responsibility is valued by everyone in the school community; we aim to promote both self-respect and respect for others regardless of race, faith, gender, language and ability. We will encourage the spiritual development of the children and the knowledge of God and the world.

Aims

- To offer a broad and balanced curriculum for all the children that includes the National Curriculum Programmes of Study and Early Learning Goals.
- To provide Religious Education and Worship both in school and through links with the Parish community.
- To ensure that high standards of learning take place. Through high quality teaching, we will provide appropriate resources, classroom organisation and teaching styles (whole class, group, individual teaching) and assessment procedures. We will help each child to tackle daily challenges through direct teaching, direct experience, discussion, example, questioning and reasoning.
- To enable children to achieve to the best of their ability, by identifying and providing resources/adult support where possible for all those children with Special Educational Needs e.g. exceptionally able children or children with Special Educational Needs.
- Provide up to date whole school policies and guidance covering all the areas of the National Curriculum, the Early Learning Goals and school life to all associated with the school (teachers, support staff, parents, governors, LA staff, Diocesan staff and other agencies) who contribute to the children's learning.
- Provide a Performance Management and training programme for all staff to ensure quality staff development within the School Improvement Plan.
- Through parental partnership and education, acknowledge and develop each child's achievements and talents both at school and at home to maximise learning opportunities.
- Provide a Mission Statement that sets out clear values for all associated with the school.
- Provide a learning environment, which is challenging, stimulating, caring and safe.
- Provide an environment where children can talk about achievements and concerns.

Aims Relating to Staff

We wish to create a group of people who work well together, agree on educational philosophy, accept one another's strengths and weaknesses and have as their first priority the needs of the children in their charge.

We aim to:

- Create a community in which sensitivity is shown to the individuality of each child and his/her personal and academic needs
- Create a community in which each child and each member of staff, both teaching and non-teaching, is treated with the consideration due to another human individual
- Make sure each member of staff is able to make full use of his/her individual skills and interests for the benefit of the whole school
- Acknowledge the work of all staff and the important part they play in the life of the school

Aims Relating to Parents/Carers

We wish to establish a friendly and professional working relationship between home and school in which parents/carers and teachers feel able to talk frankly with each other about their children's progress, development and needs.

We want to help parents/carers understand the aims and objectives of the school and the implication of these for the educational programme their children follow.

We will emphasise that, in the education of children, teachers, parents/carers and children are engaged in a co-operative undertaking.

We aim to:

- Ensure that all parents/carers understand our Home-School-Child Agreement and are aware of information on our school website
- Make all parents/carers feel welcome to visit the school
- Encourage parents/carers to involve themselves, where appropriate, in the daily life of the school
- Keep parents/carers informed about possible changes and developments at school, and the reasons for them
- Have in place for all parents/carers opportunities to be involved in activities and events, with the aim of fund-raising and socialising with other families and staff

Aims Relating to Pupils

We wish to consider the whole educational life of the child, his or her transfer to secondary school and the expectations of their parents. We want to help every child enjoy his/her schoolwork and find satisfaction and a sense of achievement.

We aim to begin work from where the children are, and to help them grow from there. We wish every child to be recognised by others and by him/herself as a worthwhile, special individual who needs the help of the whole school as he/she strives to be fully human, fully alive. As a Catholic school, we aim to meet the needs of its pupils in light of the church's faith in Jesus Christ.

We aim to:

- Build a Catholic community leading the children to knowledge of God our Father with the help of parents and parish. We hope not only to give religious instruction but to build a community where relationships are good, showing care, consideration and respect for one another and a sensitivity to others
- Create an environment for learning – to make classrooms safe, attractive, with stimulating displays and using high quality resources
- Help pupils to develop lively, enquiring minds, an ability to question and argue rationally and to apply themselves to tasks and physical skills thus giving the pupil confidence and a real sense of achievement
- Help pupils to understand the world in which we live and the interdependence of individuals, groups and nations, to develop some control over their environment and to learn to contribute to it
- Help pupils to communicate to others, co-operate with others, to show initiative, self-reliance and the ability to work alongside others without close supervision
- Teach pupils to read fluently and accurately with understanding, feeling and discrimination and to help each child develop the habit of reading
- Teach pupils to express themselves clearly and fluently in speech and writing, appropriate to different occasions and purposes
- Teach pupils a legible style of handwriting and develop satisfactory standards of spelling, syntax, punctuation and common usage
- Teach pupils to listen attentively and with understanding
- Teach pupils how to acquire information from various sources and to record information and findings in a variety of ways
- Ensure that each pupil covers a common core of essential mathematics and a wide experience of number facts
- Enable pupils to understand the application of mathematical ideas in various situations in the home, classroom, school and local areas
- Enable pupils to master scientific ideas and stimulate interest and curiosity in living things, interpret evidence critically and draw from it logical conclusions
- Enable pupils to acquire sufficient control of self and tools, equipment and instruments to be able to use music, drama and several forms of arts and crafts as a means of expression
- Encourage in pupils a careful observation and deeper awareness of colours, shape and textures in the world around them
- Develop pupils' agility and physical co-ordination, confidence in and through physical activity, and the ability to express feelings through movement
- Consider carefully pupils with special educational needs and take the necessary action to enable them to access the curriculum
- Help the pupils find transfer to secondary school an enjoyable and exciting experience

STAFFING STRUCTURE

Headteacher

Mrs. A.D. Thorpe

Lead Safeguarding, Lead Designated Safeguarding Child Protection, Lead Whole School Teaching & Learning Co-ordinator

Deputy Headteacher

Mrs. M. Haveron

Lead SENDCo, Deputy Designated Safeguarding Child Protection, Lead Intervention and Assessment Coordinator, Lead School Training Centre and (PGCE) Student Liaison

Assistant Headteacher

Mr. M. Grogan

Year 3 Teacher

Deputy Designated Safeguarding Child Protection, Lead Co-ordinator for Pupil Premium, Lead Arts & Wider Curriculum with Whole School Arts Provision Co-ordinator

Year 6 Teacher

Miss. L. Ryan

Lead Co-ordinator for English, Coordinator for Music and Choir

Year 5 Teacher

Miss M. Cossey

Deputy Co-ordinator for English

Year 4 Teacher

Mrs. J. Ashby

Lead Co-ordinator for RE, Collective Worship, RSE, International School, MFL and Sacramental Preparation for Holy Communion. Deputy Co-ordinator for Maths

Year 2 Teacher

Mr. L. Haveron

Lead Co-ordinator for Maths, PE, Sport, Healthy School and Sport Premium Funding and Deputy Co-ordinator for SENDCo

Year 1 Teacher

Miss. G. Eastham

Lead Co-ordinator for Geography and History

Reception Teacher

Mrs. Y. M. Quiney

Lead Co-ordinator for EYFS and Science

Nurse Teacher

Mrs. A. Hull

Lead Co-ordinator for Computing and Art & Design. Deputy co-ordinator for Whole School Arts,

Peripatetic Music

Mr. D. Jakstien

Higher Level Teaching Assistants	Miss. V. Glendenning (Residentials) Mrs. D. Jones (School Council) Mrs. T. McMahon (Mini Vinnies) Miss. N. Sinden (Interventions)
Teaching Assistants	Mrs. J. Fitch (Reading intervention) Miss S. Gill (EYFS) Mrs. J. Hughes (Wider curriculum) Mrs. P. Scott (Sen Support)
School Business Manager	Mrs. L. Pinkerton
Administration Officer Administration Assistant	Mrs. B. Cowan Mrs. N. Kerry
Lunchtime Supervisory Assistants	Mrs. C. Carr Mrs. K. Galloway Miss C. Liddle Mrs L McGough Mrs. P. McLellan
Breakfast Club Assistants	Miss V. Glendenning Mrs. P. McLellan
Caretaker Cleaner	Mrs. J. Christelow Mrs. V. Davison
Cook Catering Assistant	Mrs. D. Wilkinson Mrs. D. Snowball

GOVERNING BODY

The Governing Body meets as a whole on a termly basis, as does the Finance Committee. A range of other committees meet when necessary throughout the year. Our school governing body consists of 13 members;

Foundation Governors (7)

Mrs. C. Horsley (Chair)
Mrs. W. Allen
Mrs. P Gibson (Vice-Chair)
Mrs. H. Hutchings
Mrs. G. Jackson
Miss C. Bradley
Mrs A. Wright

LA Governor (1)

Mr M. Stewart

Headteacher (1)

Mrs A.D. Thorpe

Staff Governors (1)

Mrs. M. Haveron

Parent Elected Governors (1)

Mrs. J. Sales

Co-opted Governor (2)

Miss. L. Ryan
Mr. M. Haveron

TIMINGS OF THE SCHOOL DAY

All pupils should be in the school yard ready to line up at 8:50am, as pupils need to be walked into school and have their coats off ready to start the school day at 8:55am.

Nursery children will begin the school day at 9.00 am

Children are the responsibility of parents/carers until the bell rings at 8.50am. Children should not be left unattended in the school yard on a morning.

At the end of the school day

- The Reception children's school bell goes at 3:05pm
- The Year 1 and Year 2 children's bell goes at 3:10pm
- The Year 3, Year 4, Year 5 and Year 6 children's bell goes at 3:15pm

Children will all be walked out of school after their bell, once they have put their coats on, and dismissed to the person who is collecting them. Please make sure that your child's class teacher or the school office have been informed if the going home arrangements are different to usual, please name the adult who will collect them on that day. If a child has a mobile phone in the office, they have to collect it after they have been dismissed. We ask that parents and carers be patient with staff as they have 30 children in each class to line up and safely dismiss after school.



7.40	Breakfast Club opens
8.50	Bell rings and all children come into school
8.55–9.00	Registration Time and Prayers
9.00–11.45	REC Teaching Times arranged by EYFS Lead in line with pupil needs
9.00-10.15	Teaching Time (KS1 and KS2)
10.15-10.30	Morning Break (KS1 and KS2)
10.30-11.45	Teaching Time (KS1)
10.30-12.10	Teaching Time (KS2)
Lunch Break	REC & KS1 children 11.45 – 1pm
Lunch Break	KS2 children and all teaching staff 12.10 – 1pm
1.00–3.05	REC Teaching Times arranged by EYFS Lead in line with pupil needs
1.00-2.00	Teaching Time KS1 and KS2
2.00-2.10	Afternoon Break KS1 and KS2 Mon – Thurs (no break on Friday)
2.10-3.10	Teaching Time KS1
2.10-3.15	Teaching Time KS2

SAFEGUARDING

At St. Joseph's Catholic Primary School, we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn; we all have the responsibility to make this happen.

We will ensure that:

- the welfare of the child remains paramount;
- all children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity have the right to be protected from harm;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- all staff and volunteers working at our school have a responsibility to report concerns to the designated leads for Safeguarding: Mrs Thorpe, Mrs Haveron, Mr Grogan, Mr Haveron and Miss Ryan.

Our safeguarding policies cover all areas of school life and include:

- staff & visitors- ensuring they are vetted, informed & trained;
- children's behaviour- promoting safer & happier behaviours & lifestyles;
- parents & carers- promoting links & supporting families;
- premises -keeping them safe, pleasant & fit for purpose;
- curriculum -providing positive, life affirming learning experiences;
- outside school- ensuring safer activities and environments outside school.

Members of Staff Responsible

We are all responsible for ensuring that each child remains safe, however the Senior Designated Lead for Safeguarding is Mrs Thorpe supported by Mrs Haveron, Mr Grogan, Mr Haveron and Miss Ryan.

Safer Recruitment

We follow strict procedures to ensure that everyone who works with our children is vetted, keeping our children as safe as possible. Ongoing checks and 'whistle-blowing' are in line with current policy.

Staff Training

All staff are:

- trained in child protection issues and they are aware of the procedures to follow;
- encouraged to be vigilant in order to maintain the safety of our children;
- given a copy of 'Behaviour Guidelines for Staff & Volunteers' and are directed to the document below:
- Keeping Children Safe in Education 2019

- This applies to volunteers too.

Child Protection with Safeguarding Policy

All staff have an up-to-date understanding of safeguarding children issues and are able to implement the safeguarding children policy and procedure appropriately. Policies are in line with current guidance and procedures.

Staff are able to respond appropriately to any:

- significant changes in children's behaviour;
- deterioration in their general well-being;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern.

All staff are aware of the need to maintain privacy and confidentiality at all times.

Information Sharing

We have an obligation to obtain necessary information from parents in advance of a child being admitted to school, including:

- Safeguarding information
- Emergency contact numbers;
- Special dietary requirements, preferences or food allergies the child may have;
- Special health requirements;
- Information about who has legal contact with the child; and who has parental responsibility for the child.

Written parental permission is requested, at the time of the child's admission to the provision, to the seeking of any necessary emergency medical advice or treatment in the future.

PARENTS & CARERS MUST IMMEDIATELY TELL US OF ANY CHANGES TO THESE DETAILS.

We take confidentiality very seriously. Any information, which we hold, is treated as confidential and shared on a 'need-to-know' basis.

Links with External Agencies

Because our first concern must be the well-being of your child, there may be occasions when we have to consult other agencies before we contact you. The procedures we have to follow have been laid down in accordance with the local authority child protection procedures.

We are fortunate to be supported by a range of external agencies that can be called upon to support the work we do in school. These include School Nurse, Health Practitioners, Educational

Psychology, Child & Adolescent Mental Health Services, Behaviour Support, Social Services and Specialists in supporting Special Educational Needs.

Reporting Concerns or Complaints

Further to the above procedures, we have in place a concerns and complaints policy. This enables children, staff and parents/ carers to report anything they feel is of concern.

Concerns should be raised in the following order.

1. To the Class Teacher. Then, if there is no resolution;
2. To the Head Teacher. Then, if there is no resolution;
3. To the Governors.

Contact details are available from the school office.

Review of Policy and Practice

In order to ensure that best practice is maintained, our policies are reviewed regularly and incorporate the latest statutory guidance. If you would like more information on safeguarding, please contact the school for all our policies or view our policies section on our website.

THE CURRICULUM

Access to a Broad and Balanced Curriculum

At St. Joseph's we believe children learn best when they are interested, motivated, actively engaged and have ownership of their learning. To support children in this we endeavour to consistently provide effective, high quality teaching and are proactive in continually adopting and developing a range of teaching and learning strategies that allow children to learn in ways that meet their needs and ensure they achieve. Our teaching and learning stems from *Come and See* (our Religious Education curriculum), The National Curriculum and The Early Years Foundation Stage Framework. All children work at a level and pace suitable for their ability. Further details of our Curriculum Intent, Implementation and Impact can be found in the Our Curriculum Section of the school website, which will continue to evolve and grow over the course of the academic year 2020-2021.

HOMEWORK STATEMENT

Homework will take a number of forms at the discretion of the teacher. It is there to support your child's learning.

Homework may be a piece of written work, drawing, a continuation of classroom work, reading or personal research. Typical homework can include

- Reception: Practice independent skills, phonics formation, number sheet, word boxes, shared WOW moments, lots of talk
- Y1: Reading books daily, phonics and timetables Rockstars
- Y2: Reading books daily, weekly spellings, timetables Rockstars, a project in the Autumn and Summer Term

- Y3: Timetables Rockstars, spelling, weekly reading, termly project
- Y4: Timetables Rockstars, spelling, weekly reading, termly project
- Y5: Maths and/or English, weekly spellings and Timetables Rockstars
- Y6: Maths and English, reading and daily Timetables Rockstars, SATs papers

All year groups also have login virtual access to Oxford Reading Buddy, Times Tables Rockstars and Ten Ten as appropriate – to use on a daily basis at home.

EDUCATIONAL VISITS

The school believes that Educational Visits can considerably enhance the children’s learning and general school experience. In the Autumn Term, the whole school has a trip to the theatre, usually just before Christmas. In the Spring Term, each class has their own trip specifically linked to their learning. In the Summer Term we have another whole school trip, this time to the seaside.

It is customary to take Y6 children on a 4-night residential stay to an Outdoor Activity Centre in Middleton-in-Teesdale. Y5 children go on a spiritual retreat 2-night residential trip to Holy Island and Y3 and Y4 go to Dukeshouse Wood for an adventure activity day. These trips are all dependent on parental contributions, without which we will have to reduce the number of trips we take children on. As a school we also apply for as many grants as possible to keep costs down to a minimum, we also try to invite workshops into school so that bus and travel costs do not make the price prohibitive. School fund is sometimes used to supplement the cost of trips. We would however ask that wherever possible parents contribute to support school.

SPECIAL EDUCATIONAL NEEDS

St. Joseph’s Catholic Primary School as a community reflects and celebrates the diversity of Christ’s kingdom where the able and gifted can learn from and with those with disabilities or learning difficulties of whatever order. In St. Joseph’s, we recognise that all children have a wide variety of talents (academic, musical, sport etc.). We look to the special needs of all our children whatever they may be. Our commitment is to the needs of every child and our policy, commensurate with our Mission Statement, addresses our responsibility for those children with special educational needs whether long or short term, related to physical, emotional or behavioural difficulties or learning needs.

Our policy also relates to the teaching of the very able or gifted pupils. We identify their needs and have strategies to extend, challenge and enrich their learning.

Our **SEN Information Report** – which is part of Durham County Council’s Local Offer – provides details about how we support children and young people with Special Educational Needs in our school.

The SEN Information Report was reviewed and updated on 25th April 2019 by the school SENDCo (Mrs Haveron).

School Ethos and approach

At St. Joseph’s Catholic Primary School, we are inspired by our Catholic faith and practice. We are committed to the equal inclusion of all pupils in all areas of school life. We recognise the diverse

and individual needs of all of our pupils and take into account the additional support required by those children with Special Educational Needs (SEN). Our School is committed to anti-discriminatory practice to promote equality of opportunity, prevent disabled pupils from being treated less favourably and valuing diversity for all children and families.

This SEND Information Report should be read alongside the school's SEND Policy, the Equalities Information and Objectives and the Accessibility Plan.

Key Contacts

- Mrs. A. D. Thorpe is our Headteacher
- Mrs. M. Haveron is our Lead SENDCo
- Mr. L. Haveron is our Deputy SENDCo
- Mrs. P. Gibson is our designated SEND governor
- All can be contacted by calling 01207 232624, or by emailing stanleystjoseph@durhamlearning.net

SEND Admissions

For information on the admission of pupils with a disability, please visit the School Admission section of our website and view the **Accessibility Plan** in our School Policies section.

If you would like to discuss your child's SEN in more detail please contact the school to arrange an appointment.



The full range of local support available for children/ young people with SEND and their families within and outside of school can be found in the [County Durham Local Offer](#).

Please visit our website for more information about Special Educational Needs including;

- Our SEN Provision
- The kinds of SEN that are provided for:
- Our approach to teaching children & young people with SEN
- How we adapt the curriculum and learning environment for children & young people with SEN
- How we identify, assess and review children with special educational needs
- How children with SEN engage in all activities?
- How we evaluate the effectiveness of SEN Provision
- Support for Emotional & Social Development
- Looked After Children with SEND
- SEN Transition
- SEN Specialist Expertise

- Consulting with our SEN Pupils, Parents & Carers
- Compliments, Complaints & Feedback
- Key Policies

EDUCATIONAL VISITS / EXTRA CURRICULAR ACTIVITIES

We hold a variety of after school Enrichment activities throughout the year. In the past these have included;

- | | |
|----------------------|---------------------------|
| ❖ Sign Language | ❖ Science ambassadors |
| ❖ Film appreciation | ❖ Nature explorer |
| ❖ Multi Skills | ❖ Computer |
| ❖ Running | ❖ Basketball |
| ❖ Sports Fun & Games | ❖ Puzzles and board games |
| ❖ Football | |

We will continue to offer a wide range of experiences that children of all ages can participate in. We also have a school choir, organised by Miss Ryan; the choir has performed on a number of occasions including celebrations in school, St Joseph's Church and Durham Cathedral. We have a School Council, an Eco club and Mini Vinnies all with two representatives from each class.

DISCIPLINE

In St Joseph's, we encourage, positive attitudes and self-discipline. Qualities such as caring, sharing and respect for others are praised. We strive to create an environment in which children grow in freedom and self-control and develop a sense of responsibility.

School rules are kept to a minimum and are there for the care of the children and organisation of the school. Poor behaviour occurs only occasionally and when it does it is challenged by staff in a supportive way to help pupils understand and teach them how to make more positive choices. Our experience is that a firm word or temporary removal from the playground or particular activity is usually sufficient to change pupils' behaviours. We endeavour to inform parents/carers wherever it is possible. It is always better if we work together for the best interests of your child.

If there are persistent behaviour problems, parents/carers are contacted and efforts are made to identify causes. Withdrawal of privileges may be used as a punishment.



CODE OF CONDUCT FOR PUPILS

1. Remember to be well mannered at all times.
2. Act with courtesy and consideration at all times.
3. Abuse in any form is not acceptable.
4. Move gently and quietly about the school.
5. Keep the school clean and tidy so that it is a welcoming place we can be proud of.
6. Be punctual and be in school by 8.50 am.
7. Follow the school uniform policy

ASSEMBLIES/LITURGIES

The Headteacher and teaching staff (on a rota basis) lead Assemblies/Liturgies. Assemblies/Liturgies invariably have a **religious** element, but will otherwise vary in focus. The focus will include:

- ❖ **Celebration Assemblies** where children describe recent class work and/or where children are recognised for an excellent achievement or exemplary behaviour
- ❖ **Class Assemblies/Liturgies** where a class will lead an Assembly or Liturgy on a particular theme, parents/carers are often invited (See yearly plan).
- ❖ **Key Stage Liturgies** (weekly) led by a member of staff.

Assembly/Liturgy times are

Monday	2:45 - 3pm Whole School Jigsaw and Statement of the week assembly
Tuesday	9.00 – 9.15am Key Stage 1 Liturgy Lead by Mrs Thorpe, Mrs Haveron or teacher
Wednesday	9.00 – 9.15am Key Stage 2 Liturgy lead by Mrs Thorpe, Mrs Haveron or teacher
Friday	2:30 – 3:00pm Whole School Celebration Assembly lead by Mrs Thorpe, Mrs Haveron or teacher



STATEMENT TO LIVE BY –

School uses '**Statement to Live By**'.

These statements help children, families and staff, think about who we are, what we believe and what we hope to become. We hope that together we will nurture a sense of what it is to be fully human and alive as children and adults sharing in this Christian community.

There are 36 statements in all which are linked to our RE programme and the Catholic life of the school. The first statement we explored is: 'We are all special'.

A number of times a year we will send home a list of coming weeks' statements and sometimes a simple activity you might carry out with your children. Sometimes we may ask you to return the completed activity to school.

Please try to work with us as we seek to help our children grow in love and understanding of themselves and others and of God in their lives. Teachers will always be happy to explain the activity to you if you would like them to - just ask.

Jigsaw

We subscribe to an excellent PSHCE emotional and teaching & Learning support package that all of children have access to. Every child has at least one 40minute lesson per week, they learn resilience, emotional literacy and confidence. It helps staff support all of our children in developing their ability to talk and express their feelings.

SCHOOL UNIFORM

Wearing the correct school uniform is very important for all children in school. It gives them a sense of belonging and of being part of our school family. Please find details of our uniform below. Uniform, **including PE kit**, is applicable to all children from Nursery through to Year 6. Our uniform policy will be strictly enforced.

Uniform

- Royal blue St. Joseph's sweatshirt/cardigan with school badge (no navy please)
- White polo shirt, blouse or shirt
- Grey skirt, pinafore or trousers
- Blue and white checked/striped dress or grey shorts (warm weather)
- Plain grey or white school socks (No coloured/patterned socks allowed)
- Plain grey or black tights (No navy/coloured/patterned tights allowed)

Coats

- Suitable for the weather conditions as children will be outside every day whenever possible
- Blue St Joseph's Stormproof Coat (available but optional)
- Blue St Joseph's Fleece (available but optional)

Shoes

- Plain black flat shoes (No trainers or boots of any description)
- No heels or wedges of any description
- Shoes must be suitable for a variety of activities as children will be moving around school, going up and down the stairs and playing in the playground.

PE

- Black shorts and t. shirt in team colour (whole school)
- REC, Y1 & Y2 - black plimsolls
- KS2 - Black plimsolls or black trainers



Swimming (Y2 onwards)

- Swimming trunks/costume, towel, swimming hat and goggles
- No two-piece swimming costumes

Other

- Absolutely no jewellery (except watches) allowed. Please note this includes earrings, regardless of when a child's ears were pierced. Watches are permitted but they should not be valuable ones and must be removed for PE, swimming etc.
- No oversized or brightly coloured hair accessories are allowed. Please stick to blue, white, grey or black plain hair ties/bobbles or slides.
- Long hair must be tied back at all times – applies to both boys and girls.
- No oversized bags are allowed. Most year groups have a cloakroom area within the classroom and therefore space is limited. Book and PE bags are available to order with uniform (optional but recommended).
- Children must not come to school with dyed hair, shaved in lines or any extreme styles.

It is essential that school clothing and personal property be clearly marked with your child's name. Uniform ordered through the school's supplier can have your child's name embroidered at the time of purchase.

How to Order

Order direct from our supplier and have your order delivered to your home address. Please visit the Emblematic website (St Joseph's Primary School, Stanley) at

<http://studentuniform.co.uk/stjos120>

EMERGENCIES

All parents are requested to provide at least three emergency telephone numbers and/or addresses so that parents can be contacted as quickly as possible in case of an accident or illness. Please also inform us of any change of circumstances as soon as possible e.g. change of address. Under 'Keeping Children Safe in Education 2019', all children MUST have two contact numbers which are up to date; otherwise in the event of only one number social services may need to be called in an emergency.

SCHOOL MEALS

We provide a school meal service offering hot, nutritionally balanced meals, freshly prepared and cooked on the school premises or children may bring a packed lunch.

The school meals are produced by catering firm Taylor Shaw and offer a choice from 3 main courses and 3 desserts per day. Each meal is developed to ensure the right amount of protein, carbohydrates, fruit and vegetables is available while avoiding confectionary and artificially sweetened drinks, with limits on the fat, salt and sugar content in each meal.

From September 2020, school meals will be offered at £2.05 per day, which represents excellent value. For children in Reception, Y1 and Y2 school meals are **FREE**, regardless of the child's free school meal eligibility.

Meals are pre-ordered from our three weekly menus. Current school menus can be found on the school website and a sample menu can be found on the County Council website www.durham.gov.uk/schoolmeals.

All meals need to be ordered at least 1 week in advance via our Parent Pay system and choices made for the full week. Meals cannot be ordered a day at a time.

If you pay for your child's meal then payment needs to be made, within 2 hours, when making your child's menu choices

Meals can be ordered weekly, fortnightly, monthly or termly.

If your child has a special dietary requirement (supported by a Medical Practitioner) then this can be provided for.

Children are encouraged to bring a water bottle to school each day, filled with still, unflavoured water that can be drunk during lessons. No glass containers, sweets, chocolate, bubble gum or chewing gum are to be brought to school (including in packed lunches).



BREAKFAST CLUB

We run a Breakfast Club each morning before school that is open to all children in school. The cost is £2.50 per day and the menu includes:

Cereals
Milk
Water

Baked Beans

Toast

Breakfast Club starts at 7.40am and you should use the main entrance through the churchyard. For health and safety reasons and insurance purposes, no child will be allowed into Breakfast Club before 7.40am. **No child can be left unattended on school premises (including the playgrounds) before 7.40am.** If you are a few minutes early and it is raining you and your child can come into the entrance lobby to wait until Breakfast Club starts. Those children wanting a cooked breakfast need to be in school before 8.15am as this is when they are served. Cereals, toast, and cold drinks will be available until 8.30am. If your child comes into Breakfast Club after 8.30am, please ensure they have had breakfast at home as the serving of food will have finished and children will be helping tidy up ready to go to class. There is no need to book beforehand.

SCHOOL FRUIT AND VEGETABLE SCHEME



Under the Government's School Fruit and Vegetable Scheme, each child aged four to six in LA-maintained schools will be entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day. Our school participates in this exciting scheme, which reinforces our commitment to healthy eating. Children in REC, Y1 and Y2 will be offered a free piece of fruit or vegetable each day.

The fruit and vegetables are fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables. The scheme is voluntary, and although there is no obligation for your child to take part, I hope you will share my belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

If you do not wish your child to participate in the scheme, you must let school know before they start school. It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

SCHOOL MILK SCHEME

Our school provides a milk scheme, through Coolmilk, that is available to all of our pupils. School milk is free for all under-fives and is subsidised for pupils aged five or older.

Each pupil that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting, it also bridges the gap between breakfast and lunch to help children stay focused.

Contact Coolmilk

Online www.coolmilk.com

Customer Service Team 0333 400 1199, Monday to Friday, 8:00am – 5:00pm.

How to register

Simply register at www.coolmilk.com. Alternatively, you can contact the Customer Service Team.

My child is under five

- Just register your child online at www.coolmilk.com
- Once received and registered, free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request three weeks before this time- if you wish your child to continue to receive school milk simply make a payment.

My child is five or older

- Register online at www.coolmilk.com. When completing on line you are then able to make an immediate payment for your child. Alternatively, you will receive a payment request within 48 hours after registering.
- You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque in half-termly, termly or annual instalments. Payments cannot be made through school.
- Please pay by Tuesday 5pm for your child's milk to start the following week.

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.

PUPIL PREMIUM

Schools receives additional funding, known as Pupil Premium, which is directly linked to the following:

- Children in receipt of free school meals (FSM). This is not only for children who currently have FSM but also for those who have been in receipt of them any time during the last six years – referred to as 'Ever 6'.
- Looked after children (LAC) including
 - Children who are currently looked after
 - Children who have been adopted from care
 - Children who have left care under:
 - a special guardianship order
 - a residence order
 - a child arrangement order
- Children with a parent in the Regular Armed Forces.

Children entitled to Pupil Premium will receive a minimum of 1 free place at an After-School/Enrichment provision of their choice each term. Pupil premium money will also be used within school to target support and intervention as appropriate.

ATTENDANCE

School Attendance is vital for children to reach their potential. Attendance is a priority for St. Joseph's Catholic Primary School and we are constantly monitoring pupil attendance and punctuality. We want to work together with parents/carers to help ensure excellent attendance and punctuality from every pupil. As a school, our target is for every pupil to have a minimum of 96% attendance. Parents/carers will receive a letter informing them of their child's attendance

each half term. Our school Attendance Officer (Lesley Sabourne) will contact you if attendance and/or punctuality issues start to arise.

If your child is absent from school for any reason, it is important to inform us by 9am on the first day of absence. Please telephone us if your child is going to be late. Please make routine medical/dental appointments after school or during school holidays. If we are unable to make contact with yourselves and your child is not in school, then this is regarded as a Safeguarding issue and school reserves the right to contact First Contact (Social Services) to report that the child is not in school and no contact with parents can be made.

We do appreciate there will be times when your child is ill and needs to be off school all day. On other occasions, they may feel unwell in the morning and feel fully recovered by lunchtime. If this is the case, please give us a call and bring your child into school either later in the morning or for the start of the afternoon session.

If your child is ill with vomiting and/or has diarrhoea, they should be kept away from school for 48 hours after the symptoms have stopped and/or until they are well again. Please contact school and come in to discuss if the vomiting/symptoms are related to a medical condition, we can always work with you to support your child. If your child has been to see his/her GP and you know the cause of the illness, please let the school know as soon as possible as it may help prevent further cases. Anyone who has been in contact with someone who is vomiting and/or has diarrhoea but does not have the symptoms themselves may attend school as normal. Parents/carers of any children who are vomiting and/or have diarrhoea in school will be notified immediately so that they can be taken home.

From 1st September 2013 Government regulations around holidays in term-time changed. The changes make it clear that schools may not grant any leave of absence from school during term-time unless there are exceptional circumstances. This will mean that applications for leave of absence for the purpose of a holiday in term-time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to an absence request. If you take your child out of school without permission this will be recorded as unauthorised absence (truancy) and noted on the child's Record of Achievement and may result in each parent being issued with a fixed penalty fine for each child taken out of school. The Headteacher has an obligation to refer for any periods of unauthorised absence over 10 sessions (5 day) in any rolling 12-week period.

Absence during term time can seriously disrupt children's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons after their return. Rewards are offered in school as part of the incentive to attend school, the class with the highest weekly attendance gets a bonus 5 minutes break time, every half term pupils with 100% attendance get a certificate and their photos posted on the school Facebook page.

Holidays in Term Time - Frequently Asked Questions

What does the law say about leave of absence in term time?

It says Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

If my child's school refuses to authorise my term time leave of absence request, will I receive a Fixed Penalty Notice and can I be prosecuted?

Durham County Council's Fixed Penalty Notice Protocol acknowledges that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

Circumstances where a Penalty Notice might be issued include unauthorised leave of absence in term time, or other parentally condoned absence where the absence amounts to **five school days or more in a minimum twelve rolling school week period**. You can be prosecuted if you receive a fixed penalty notice and it is not paid.

Under the Education Act 1996, parents commit an offence if they fail to ensure their child's regular school attendance. Taking a child out of school for a leave of absence without permission, and where the absence amounts to five school days or more of unauthorised absence in a minimum twelve week rolling term is viewed as failing to ensure your child's regular attendance at school.

Payment of a Penalty Notice, where offered, is an alternative to prosecution. If unpaid, prosecution for the Education Act offence may therefore ensue. A fixed penalty notice will be issued to **each person with parental responsibility** for the child / children who is deemed liable for the offence / offences.

[SCHOOL FUND/FUNDRAISING](#)

School Fund is used to subsidise trips, activities and events for children throughout the school year.

Voluntary contributions for school fund can be made via our Parent Pay system on a weekly, monthly, half-termly, or termly basis. A contribution of £2 per week would be very much appreciated and will help us to continue to support the activities for the children. This money is used to support activities in school for all of our pupils.

During the year, we raise money for a variety of charities and good causes. In previous years, we have raised fund for Willow Burn Hospice, Children in Need, Comic Relief, St. Cuthbert's Care, Macmillan Cancer Support and St. Oswald's Hospice.

[Parent Pay \(Online payment system\)](#)

We have introduced an on-line payment system for parents/carers. This system is now used for all money due to school e.g. dinner money, breakfast club, trips, events, after school clubs, school fund and charity donations. Full details of the payment system is available from the school office. If in the event that you need a card ordering please do not hesitate to contact the school office and we will order this for you.

[PARKING/ACCESS TO SCHOOL](#)

During their time in school, children learn about road safety and about being a responsible citizen and we build on the values that parents/carers and families instil in their children at home. We have JRSO's and the police often visit to support our children. We appreciate parents/carers continued support in all aspects of school life and ask that you explain to your child why it is important to use designated parking areas. There are a number of car parks in Stanley that are only a few minutes' walk from school, which don't have parking charges. Please use the nearby car parks and ask any family member or friend who brings your child to school or collects them at home time to do the same. Please be mindful that Thorneyholme Terrace is a no through road and residents and businesses need access at all times.

Please **DO NOT** use the Church grounds for parking. Access to school through the church gates is strictly on foot only. The car parking spaces within the church grounds are for people visiting Fr Donnelly or for parishioners attending church. Access into the church grounds needs to be kept clear at all times e.g. for funerals, disabled access. When you bring your child to school or collect them at the end of the day, please ensure that when walking through the church grounds your child stays on the path and out of respect does not run among the graves.

LINKS WITH THE COMMUNITY

For a good deal of their lives, pupils are moving within the school community and the wider parish community to which it and they belong. We acknowledge our place as a school in this wider community so, between Home/School/Parish/Community, there is a strong interaction. We are all working towards helping our pupils to become part of the local community and, later, the wider world. Our school is also aware of the variety of home backgrounds from which our pupils come.

Links between Home, School, Parish and Community include:

- Regular Masses in St. Joseph's Church
- Fundraising for various charities
- Participation in 'Operation Christmas Child'
- Participation in events at Louisa Centre and Lamplight Theatre
- Celebration of Reconciliation and Communion for Year 4 children
- Fundraising and social events for parents and children
- Visits to Residential Care Homes
- Class assemblies and productions
- And many more – Please see our school Facebook page for pictures of our celebrations and the weekly update letter for information

PARENTS/CARERS AND COMMUNITY

The school sees education as a partnership between school and parents/carers. It is the policy of the school to develop relationships with parents/carers and we strive to make parents/carers feel welcome in the school at all times. Here at St. Joseph's, as Headteacher, Mrs Thorpe actively encourages an 'Open Door' policy where parents/carers are welcome to speak to a teacher about anything they feel the teacher needs to know about their child. All we ask is that this is not done at 8:50am as the classes are lining up outside but please feel free to speak to staff at the end of the day or make an appointment through the office. Appointments with the Headteacher can be made through the school office. Obviously, if we need to be alerted to anything that day simply pass the message on through the office in the morning and we will ensure the relevant members of staff are informed.

Parents/carers and the community play a valuable and active role in our school offering their services, goodwill and expertise. At the beginning of the academic year, parents/carers are invited to Coffee mornings/afternoons with the class teacher. We have open days twice a year in the Autumn and Spring terms and a 'Drop-In' in the summer term. On these occasions, you are invited to come and see your children's work and talk to their teachers about their progress. Reports are issued both in the Spring and in the Summer for all pupils in our school, we enjoy celebrating their success with yourselves and where necessary we will also raise concerns directly with yourselves.

We hold various information sessions throughout the school year, e.g. SATs, New Starters, Reading, E-Safety, to which everyone is always welcome.

Everyone is invited to support with organising social events for children and parents/carers as well as fundraising events. Several fund-raising events/social events take place throughout the year, for example, Autumn and Summer Fairs, Children’s Discos, Family Social/Quiz Night.

Throughout the year, we have School Masses to which you are always welcome, Class Assemblies and Celebrations of Reconciliation and First Holy Communion.

Parents/carers are informed of school events and of changes in school routine via the Headteacher’s weekly letter to parents. Whilst we encourage the children to take the responsibility of carrying letters home, it is helpful if you regularly enquire of your child about information from school. You can also find these letters on the school website.

We ask all parents/carers to enter into a Home/School Agreement which sets out expectations from the respective viewpoints of the school and the parents.

St. Joseph’s Catholic Primary School Home – Child – School Agreement	
<p><u>The School will:</u></p> <ul style="list-style-type: none"> • Promote Catholic, Christian values • Seek to establish a safe and caring atmosphere in which the children feel valued • Have high expectations of children, expecting them to do their best academically and behaving in a caring and respectful manner • Communicate effectively using newsletters, notices and meetings to inform parents of activities and developments in school • Discuss children’s progress by appointments throughout the year at Parent/Teacher meetings • Provide a written report, annually, on children’s progress • Provide a broad balanced curriculum which challenges and motivates • Recognise and reward good attendance • Contact parents if there is a problem with attendance, punctuality, behaviour or accident • Make sure that we listen to concerns and do our best to help • <u>The Parents will:</u> • Ensure that my child goes to school 	<p><u>The Parents will:</u></p> <ul style="list-style-type: none"> • Praise my child for effort and good work • Support the school’s policy on matters of discipline and behaviour • Encourage and assist my child to do homework and other home-based learning • Attend Parent/Teacher meetings and other parental events whenever possible • Inform school about any concerns or problems <p>*Parents includes guardians and carers</p> <p><u>The Pupil will:</u></p> <ul style="list-style-type: none"> • Treat others as I would like to be treated • Be friendly, polite, helpful and well-mannered • Come to school ready to learn • Always try hard with school work • Take any homework set, complete the homework and return it on time • Read regularly and return books to school • Always walk in school and move around quietly

<p>regularly, on time, wearing school uniform and bringing homework and equipment as required</p> <ul style="list-style-type: none"> • Inform the school as soon as possible of any absence and the reason for it • Take an interest in what my child is learning 	<ul style="list-style-type: none"> • Keep the school clean and tidy so that it is a welcoming place to be proud of • Say sorry if I hurt someone
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ADMINISTRATION of Prescribed and Non-Prescribed MEDICATION

Where possible, unless advised it would be detrimental to health, medicines should where possible be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Medicines MUST be in date, labelled by the pharmacist and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. Usually four weeks' supply of the medication may be provided to the school at one time. In some cases, a maximum of a term's supply may be provided for pupils with long-term conditions.

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence (however, we do ask that all medication is handed into the school office by an adult). Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. Medications will be stored in a locked cupboard (or fridge if necessary). Any medications left over at the end of the course will be returned to the child's parents/carers.

Written records will be kept of any medication administered to children. Pupils will never be prevented from accessing their medication. School cannot be held responsible for side effects that occur when medication is taken correctly. Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents/carers.

Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible. To comply with best practice risk assessments will be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents/carers, healthcare professionals etc. on trips and visits will be separate to the normal day-to-day IHP requirements for the school day.

School has a defibrillator - a machine used to give an electric shock when a person is in cardiac arrest.

The Medical Register is updated annually and regularly reviewed during the school year to ensure full accuracy. For further information please access a copy of our school medication policy on our website.

TRANSFER TO SECONDARY SCHOOL

At eleven years of age, most pupils transfer to St. Bede's Catholic School, Lanchester. St. Bede's has a number of Catholic feeder schools of which we are one.

Transition visits start in Y5. During their final year in Primary School the children are visited by staff from St. Bede's who talk about the school and answer their questions. The Extended Services Team work with our children in the Spring term, in their Y6 settings, they support them during the visits to St. Bede's and continue the support in the Autumn term in Y7.

The children have two full day visits to St. Bede's when they meet staff and carry out various activities. On the second visit, the day ends with a Mass attended by all Y6 children from all of the feeder schools.

Parents/carers and pupils have evening visits. Parents/carers are also invited to Moving Up sessions.

COMMENTS/CONCERNS/COMPLAINTS/COMPLIMENTS

Because the education of the pupils that attend the school is very important and the school is part of the community, the action of the individuals who work in it will and should be open to comment, question and, sometimes, criticism.

Concerns are either dealt with informally, often as a result of discussion, or become formal complaints.

Complaints need to be considered and resolved as quickly and efficiently as possible. It is in everyone's interest that complaints are resolved at the earliest possible stage.

Some matters to do with the management of the school are the responsibility of the school Governing Body.

There is a procedure in place to deal with complaints and this is available, in full, from school.

We also appreciate your comments on what you think works well and we welcome suggestions from parents/carers.



GDPR

St Joseph's Catholic School take the privacy of our staff, governors, parents/guardians and pupils very seriously and work to the highest standard to keep your data safe. You may have already heard about the changes to data protection regulations, and the introduction of the General Data Protection Regulation (GDPR), which came into force on the 25th May 2018.

We are committed to compliance with all relevant EU and Member State laws in respect of personal data, and the protection of the rights and freedoms of individuals whose information we collect and process in accordance with the General Data Protection Regulation (GDPR).

Who is responsible for Personal Data?

As a school, we are a Data Controller under the regulations and as such define how and why personal data is collected, stored, and used. We also utilise Data Processors – third parties that process the data we control on our behalf. As a Data Controller, we must comply with the regulation as well as ensuring that all of our Data Processors are compliant.

We will achieve compliance by ensuring personal data is processed lawfully, transparently, and for a specific purpose. Once the purpose is fulfilled and the data is no longer required, it will be deleted, as stipulated within our Data Retention Policy.

We have previously complied with previous legislation, the Data Protection Act 1998, and are very experienced at working within these regulations. It is however, necessary to make some changes to policies and procedures to ensure compliance with the GDPR Regulations which came into force on 25th May 2018. Our designated Data Protection Officer is based at Gateshead Civic Centre, Corporate Services and Governance, Gateshead Council, Civic Centre Regent Street, Gateshead, NE8 1HH

We are currently registered with the Information Commissioner's Office as Data Processor. Our registration number is Z9863530.

How can you help us

Parents/guardians can assist us by ensuring that we have the most up to date address, telephone number, emergency contact details and email address on file. You can also assist us by ensuring that you return any consent or data collection forms promptly to school. It is important that you return any consent forms to us as a matter of urgency so that we can continue to run certain systems within school. If any of your details, as listed above changes please contact school immediately for us to change it on our system.

Privacy Notice for Parents/ Carers

This privacy notice explains how we collect, store and use personal data about pupils. We, St. Joseph's Catholic Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is

- **Data Protection Officer (for Schools)**
Corporate Services and Governance
Gateshead Council
Civic Centre, Regent Street,
Gateshead, Tyne & Wear, NE8 1HH.
Tel No: (0191) 433 2113 or 433 2192
Email: DPO@Gateshead.Gov.UK

Who we are and what we do

We are St. Joseph's Catholic Primary School, Front Street, Stanley, County Durham, DH9 0NP. We are a maintained primary school for children Nursery to Year 6. Our local authority is Durham County Council.

The personal data we collect and hold

We collect and use pupil information under the Data Protection Act 1998 (DPA) and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about parents and pupils includes, but is not restricted to:

- Personal information (such as name, unique pupil number and address)
- Contact details, contact preferences, date of birth, identification documents, National Insurance number.
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics (such as ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility)
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter our DPR Registration Number Z9863530.

We may also receive information from their previous school or college, local authority, the

Department for Education (DfE) and the Learning Records Service (LRS).

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Identify pupil eligibility for Free School Meals and Pupil Premium funding

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions, we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect / obtain data from pupils, parents, carers, teachers and other professionals where relevant (e.g. G.P, hospital, social workers etc.)

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

How we store this data

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

We keep personal information about pupils and their parents/guardians while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Data sharing

We do not share any of this data with any other organisation without your permission, except where the law requires it. We are required to provide pupil data to central government through the Department for Education and the Education Funding Agency. Where it is necessary to protect a child or wherever there are any safeguarding concerns, the school will also share data with the Local Authority Children's Social Services, Medical Professionals and/or the Police.

We will share information with the local authority to check eligibility for free school meals.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS (*for inoculations, etc.*)
- Outside agencies who we work with to support children's education e.g.
 - Education Psychologist
 - Cognition & Learning Teams
 - CAHMS Teams etc.

We do not transfer personal data to countries outside the European Economic Area.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. This includes access to their child's educational record. This should be made in writing or by e-mail to stanleystjoseph@durhamlearning.net. The school will respond within a 15 school days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form

- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Data Protection Officer (for Schools)

Corporate Services and Governance
 Gateshead Council
 Civic Centre, Regent Street,
 Gateshead, Tyne & Wear, NE8 1HH.
 Tel No: (0191) 433 2113 or 433 2192
 Email: DPO@Gateshead.Gov.UK

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact

Mrs. A. D. Thorpe Headteacher

St Joseph's Catholic Primary School
Front Street
Stanley
Co. Durham
DH9 0NP
Tel 01207 232624
E.mail: stanleystjoseph@durhamlearning.net

Data Protection Officer (for Schools)

Corporate Services and Governance
Gateshead Council
Civic Centre, Regent Street,
Gateshead, Tyne & Wear, NE8 1HH.
Tel No: (0191) 433 2113 or 433 2192
Email: DPO@Gateshead.Gov.UK

Sharing with the DfE and the Government

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Sharing by the Department of Education

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate

slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

TERM DATES 2020/2021

	Start of Term	Last Day of Term	
Autumn 1	Wednesday 2nd September 2020	Thursday 22nd October 2020	7 weeks 2 days
Autumn 2	Monday 2nd November 2020	Friday 18th December 2020	7 weeks
Spring 1	Tuesday 5th January 2021	Friday 12th February 2021	5 weeks 4 days
Spring 2	Monday 22nd February 2021	Friday 26 th March 2021	5 weeks
Summer 1	Monday 12th April 2021	Friday 28th May 2021	6 weeks 4 days
Summer 2	Monday 7th June 2021	Tuesday 20th July 2021	6 weeks 1 days

May Day Bank Holiday Monday 3rd May 2021

There will be an inset day on Tuesday 1st September 2020, Friday 23rd October 2020, Monday 4th January 2021 and Friday 18th June. There will be one further date yet to be confirmed.

CLOSING REMARKS

We ask you, as parents/carers, for your real support in our efforts to make St. Joseph's School a happy, vibrant and successful community of which we can all feel proud.

If there is anything you do not understand or if you would like a more detailed explanation, please contact me.

It must be appreciated that this information is correct at 11th May 2020, but it must not be assumed that there will be no change affecting the relevant arrangements before the start of, or during, the school year in question.

I look forward to meeting and getting to know you all, as together we celebrate your child's learning and achievements within our school.

Mrs. A. D. Thorpe
Head Teacher

1.9.2020